



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-5220

Canc frp: Oct 02

CNETNOTE 12713

OS2E1

23 OCT 2001

CNET NOTICE 12713

Subj: EQUAL EMPLOYMENT OPPORTUNITY/EQUAL OPPORTUNITY (EEO/EO)
AND PREVENTION OF SEXUAL HARASSMENT (POSH) POLICY
STATEMENTS

Ref: (a) OPNAVINST 12720.8
(b) OPNAVINST 5354.1E

Encl: (1) POSH Policy Statement
(2) EEO/EO Policy Statement

1. Purpose. To issue enclosures (1) and (2) per references (a) and (b).

2. Action. Addressees shall:

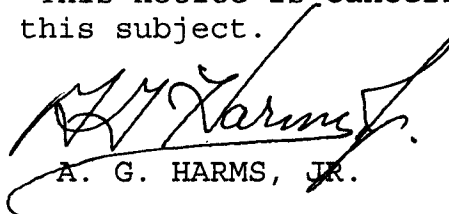
a. Ensure employees are aware of the contents of enclosures (1) and (2).

b. Ensure compliance with and support of enclosures (1) and (2).

c. Post copies of enclosures (1) and (2) on all official EEO/EO bulletin boards.

3. Copies. Additional copies may be obtained by contacting either the CNET EEO Programs Manager at DSN 922-4040/commercial (850) 452-4040, or the CNET Command Managed Equal Opportunity (CMEO) Program Manager at DSN 922-4646/commercial (850) 452-4646.

4. Cancellation Contingency. This notice is cancelled upon receipt of the next notice on this subject.



A. G. HARMS, JR.

Distribution: (CNETINST 5218.2D)
Lists I through V
SNDL FT74 (NROTCU)



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CNET POLICY FOR PREVENTION OF SEXUAL HARASSMENT

As the Chief of Naval Education and Training (CNET), I am firmly committed to providing an environment free from sexual harassment (SH) or the perception of sexual harassment. Each Naval Education and Training (NAVEDTRACOM) employee, whether military or civilian, is an extremely valuable member of the NAVEDTRACOM team. Your contributions to our mission cannot be conditional upon sexual submission or tolerance of a hostile working environment, because when attention is placed on such non-work-related factors, our mission cannot be fully accomplished and the value of the individual is demeaned.

SH is defined by the Secretary of the Navy as:

"Sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either implicitly or explicitly a term or condition of a person's job, pay, or career; or (2) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creates an intimidating, hostile, or offensive working environment."

"Any person in a supervisory or command position who uses or condones any form of sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee, or who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature in the workplace is also engaging in sexual harassment."

The Department of the Navy and the NAVEDTRACOM policy for sexual harassment is "zero tolerance." No person in the NAVEDTRACOM shall commit sexual harassment within the workplace or take reprisal actions against any individual who reports harassment.

For military members, "workplace" is an expansive term and includes conduct on or off duty, 24 hours a day, every day. All officers, supervisors, and managers must be alert to potential sexual harassment and hostile environments and must not condone or ignore either of these forms of sexual harassment.

For civilian members, "workplace" is the actual work site, Temporary Additional Duty, or official or social functions associated with the work environment.

Finally, any military member or civilian employee of the NAVEDTRACOM who engages in sexual harassment while conducting official business with employees of the Department of the Navy, other Federal agencies, the private sector, or the public in general, is violating standards of conduct and will be subject, as appropriate, to disciplinary action.

INDIVIDUAL RESPONSIBILITIES AND REPORTING INCIDENTS OF SEXUAL HARASSMENT

Individuals who experience sexual harassment should make it clear that such behavior is offensive and must stop. If the behavior does not cease, promptly report the incident to one of the following:

CIVILIANS:

- Appropriate supervisor within the chain of command.
- CNET Equal Employment Opportunity (EEO) Program Manager (OS2E1), Room 2-108, DSN 922-4040.
- EEO Counselors located at the local servicing Human Resources Office/EEO.
- Civilian employees may also use the military form (Navy Equal Opportunity (EO)/SH Formal Complaint Form (NAVPERS 5354/2)) available from the Command Managed EO CMEO Program Manager to file a formal SH complaint against a military member.

MILITARY:

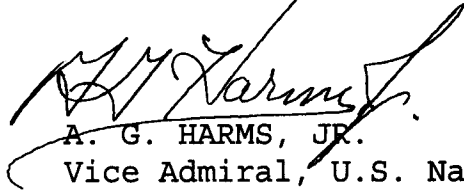
- Appropriate supervisor within your chain of command.
- The CMEO Manager at your command.
- Following your chain of command, your Echelon 2 CMEO Manager is CNET (LEAD 14), Room 2-029, DSN 922-4646/8092/3866.
- Military members may also file a formal complaint with the chain of command using the Navy EO/SH Formal Complaint Form (NAVPERS 5354/2) available from the CMEO Manager.

INSPECTOR GENERAL HOTLINE NUMBERS (MILITARY AND CIVILIAN):

Navy toll-free: 1-800-253-0931

DSN: 882-2507

Commercial: (901) 874-2507 (overseas call collect)

A handwritten signature in dark ink, appearing to read "A. G. Harms, Jr.", is written over the printed name.

A. G. HARMS, JR.

Vice Admiral, U.S. Navy

Chief of Naval Education and
Training



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CNET EQUAL OPPORTUNITY (EO) / EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

EO/EEO is a leadership responsibility for all of us. While maintaining and celebrating the strength of our diverse cultures, I expect everyone to be treated with fairness and dignity -- regardless of their national origin, race, religion, color, age, sex, or handicapping condition. If we each adopt this attitude, many of the important, but sometimes subtle, differences between us can be turned into opportunities for creativity to everyone's benefit.

In our continuing downsizing, we cannot afford to lose the energy and potential of any military or civilian member of the team. We must work together to keep focused on our mission. However, we must also provide and protect the rights of every member to formally address perceived wrongdoing without reprisal. As professionals, I expect you to be able to work together to maintain a workplace free of discrimination and harassment.

Finally, we will continue to take every opportunity to employ a representative workforce. Our diversity mix is better than most and we have a history of excellence in civilian equal employment opportunity, but the job is not done. Continued downsizing and reorganization of the shore establishment complicate this worthy challenge and goal. However, we are one work force, military and civilian, working together to accomplish our mission, and we will continue to fully support a broad diversity throughout the force.

A handwritten signature in dark ink, appearing to read "A. G. Harms, Jr.", is written over a horizontal line.

A. G. HARMS, JR.
Vice Admiral, U.S. Navy
Chief of Naval Education and
Training